

## **SUBSTITUTE TEACHER FORM**

### **INFORMATION YOU'LL NEED:**

Welcome to Mr./Mrs./Ms. \_\_\_\_\_'s Class, in Room # \_\_\_\_\_

School Name \_\_\_\_\_ School Phone: \_\_\_\_\_

Principal: \_\_\_\_\_ School Fax: \_\_\_\_\_

Front Office Staff Names & Positions: \_\_\_\_\_

\_\_\_\_\_

School Nurse: \_\_\_\_\_ Location: \_\_\_\_\_

Helpful Students: \_\_\_\_\_

Special Needs Students: \_\_\_\_\_

Teachers Who Can Assist: \_\_\_\_\_

### **HERE'S WHERE YOU CAN FIND THINGS:**

Seating Chart: \_\_\_\_\_

Lesson Plans: \_\_\_\_\_

Attendance Sheet: \_\_\_\_\_

Daily Schedule: \_\_\_\_\_

Emergency Information: \_\_\_\_\_

Sponge or Filler Activities: <http://www.everydayteaching.com/Helpers/sponge.html>

Additional: \_\_\_\_\_

### **HERE ARE NOTES ON SOME OF OUR ROUTINES:**

Recess Times: \_\_\_\_\_

Lunch Routines: \_\_\_\_\_

Restroom Policies: \_\_\_\_\_

Discipline Policies: \_\_\_\_\_

\_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_